

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
JULY 18, 2016**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, July 18, 2016.

The meeting was called to order by Chairman Rick Stradtner.

MOTION TO APPOINT ACTING SECRETARY (DVD-00:07)

Chairman Stradtner stated that an Acting Secretary needs to be appointed.

Alex Emmons made a motion to appoint Roger Seng as Acting Secretary. Wayne Schuetter seconded the motion. Motion approved, 7-0.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Rick Stradtner – Chairman
Keith Masterson – Vice Chairman
Adam Auffart – New Member
Roger Seng – Water Commissioner
Michael Kern – Gas Commissioner
Wayne Schuetter – Electric Commissioner
Alex Emmons – Wastewater Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Tim Doersam – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Ashley Kiefer – Office Manager
Bud Hauerperger- General Manager
Renee Kabrick – City Attorney

PLEDGE OF ALLEGIANCE (DVD-01:30)

Chairman Rick Stradtner led the Pledge of Allegiance.

CONFIRM ADAM AUFFART'S APPOINTMENT TO THE UTILITY SERVICE BOARD AND MOTION TO NAME AS NEW BOARD SECRETARY (DVD-02:03)

Chairman Stradtner introduced Adam Auffart as the new Utility Service Board member. Wayne Schuetter made a motion to approve the appointment of Adam Auffart as the new Utility Service

Board member and approve Auffart as the new Board Secretary. Keith Masterson seconded the motion. Motion approved, 7-0.

QUOTE OPENING: VEHICLE MAINTENANCE TRUCK – WASTEWATER-(TRADE-IN ASSET #07TR004486) (DVD-02:44)

Bud Hauersperger opened the quotes and read them aloud as follows:

1. Bob Luegers	\$29,400.00
Jasper, IN	(-) 4,500.00 (trade-in)
	\$24,900.00
2. Uebelhor & Sons	\$26,939.00
Jasper, IN	(-) 4,000.00 (trade-in)
	\$22,939.00

All the quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Ed Hollinden asked for the Board's permission to purchase the maintenance truck for the low quote of \$22,939 from Uebelhor & Sons, pending all specifications are met, and trading in asset #07TR004486.

Michael Kern made a motion to give Hollinden permission to purchase the maintenance truck for the Wastewater Department from Uebelhor & Sons for the low quote of \$22,939, pending review of specifications, and trading in asset #07TR004486. Alex Emmons seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES (DVD-06:00)

Chairman Rick Stradtner presented the minutes of the June 20, 2016 Regular Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Wayne Schuetter made a motion to approve the minutes of the meeting as presented. Keith Masterson seconded the motion. Motion approved, 7-0.

DISPOSAL OF SURPLUS WIRE (DVD- 06:38)

Jerry Schitter explained to the Board that the Electric Department has some random sized pieces of aluminum conductor wire that is not used anymore due to the size of the wire. Schitter asked for the Board's permission to dispose of 712 feet of inventory #05-WIRE-06365 for scrap value.

Wayne Schuetter made a motion to give Schitter permission to declare 712 feet of inventory #05-WIRE-06365 as surplus and scrap. Michael Kern seconded the motion. Motion approved, 7-0.

TRANSFER AIR MONITOR FROM ELEC. GENERATION TO GAS & WATER DEPT.
(DVD-09:12)

Schitter informed the Board that the Electric Department inherited an air monitor from the Power Plant. The Electric Department already has one air monitor and the Gas and Water Department is in need of one. Therefore, Schitter asked for the Board's permission to transfer the air monitor from the Electric Generation Department to the Gas and Water Department.

Alex Emmons made a motion to approve the transfer of the air monitor from the Electric Generation Department to the Gas and Water Department. Wayne Schuetter seconded the motion. Motion approved, 7-0.

OUTAGE ON SOUTH SIDE (DVD-11:04)

Schitter informed the Board that there was an outage on the south side of Jasper around 2:50PM this afternoon. A breaker in the southwest substation was tripped by a mylar balloon and caused a power outage down Highway 231 to the Y and out Division Road affecting Jasper Engines, Jasper Rubber, and many other businesses.

The Electric Department responded to the outage immediately and no damage was caused to any equipment but a lot of customers were without power for approximately 13 minutes. Schitter stated that this is the second time this year that a mylar balloon has caused a power outage in Jasper. Schitter suggests to the public to deflate mylar balloons after use and to dispose of them properly.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-13:48)

Wayne Schuetter, Chairman of the Electric Planning Committee, stated the Committee did not meet during the past month.

BEGINNING TO REPLACE SAFETY VALVE IN THE 4" ANR LINE COMING FROM SCHNELLVILLE (DVD-13:52)

Tim Doersam informed the Board that the safety valve on the ANR safety station located on Greener Road has a small leak and will be replaced starting this week. Doersam stated that the valve has had a leak for a while and needs replaced. He is concerned that if a tree falls on the line it could cause a leak and a safety issue. Line stoppers will also be installed at this time, therefore if a leak is detected the line could be shut down. Doersam stated that this is the main supply line that runs from Schnellville.

CONTINUING THE HIRING PROCESS FOR FILTER OPERATOR (DVD-15:14)

Doersam informed the Board that interviews for a Filter Operator at the Water plant will start this Friday. Seven applications have been received for the position.

REPAIRED 12" WATER MAIN IN FRONT OF JASPER RUBBER (DVD-15:40)

Doersam informed the Board that last Monday a leak was repaired at Jasper Rubber on a 12-inch water main. The plant did have to cease work during the shutdown of the line and employees

were sent home. Doersam stated that he is hoping in the near future something can be done about this water main.

APPLICATION FOR NON-RESIDENT WATER CONNECTION – KENT REES & ABBY SANDER – 4236 N. PORTERSVILLE ROAD (DVD-16:20)

Doersam informed the Board that Kent Rees and Abby Sander, residing at 4236 North Portersville Road, approached him regarding a Non-resident Water connection. Doersam stated that the residence is on the edge of the City limits and at this time has well water. Doersam approves the connection and stated that all connection costs will be the owner's responsibility.

Wayne Schuetter made a motion to approve the application for a Non-resident Water connection for Kent Rees and Abby Sander at 4236 North Portersville Road. Adam Auffart seconded the motion. Motion approved, 7-0.

Attorney Kabrick stated that an annexation waiver will need to be signed by the property owners.

APPLICATION FOR NON-RESIDENT WATER AND WASTEWATER CONNECTION – ROGER WEHR – 1500 W. SCHUETTER ROAD (DVD-18:50)

Doersam informed the Board that Roger Wehr, residing at 1500 West Schuetter Road, approached him regarding a Non-resident Water and Wastewater connection. Wehr is in the process of selling his house and would like City water and wastewater connections before selling. Doersam and Wastewater Manager Ed Hollinden both approve the connection requests. Chairman Stradtner stated that an annexation waiver would have to be signed.

Michael Kern made a motion to approve the application for a Non-resident Water and Wastewater connection for Roger Wehr at 1500 West Schuetter Road. Alex Emmons seconded the motion. Motion approved, 7-0.

CARBON CAPS (DVD-12:50)

Doersam informed the Board that last week the Water Department started replacing the carbon caps on two filters. The project should be finished soon.

GAS PLANNING COMMITTEE REPORT (DVD-21:29)

Michael Kern, Chairman of the Gas Planning Committee, stated the Committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (DVD-21:35)

Roger Seng, Chairman of the Water Planning Committee, stated the Committee did not meet during the past month.

PERMISSION TO START HIRING PROCESS FOR A PLANT MAINTENANCE TECHNICIAN (DVD-21:44)

Ed Hollinden informed the Board that the Plant Maintenance Technician will be retiring in August. Hollinden asked for the Board's approval to start the hiring process for the position. The position will be advertised internally and externally.

Alex Emmons made a motion to give Hollinden permission to start the hiring process for a new Plant Maintenance Technician for the Wastewater Department. Wayne Schuetter seconded the motion. Motion approved, 7-0.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-23:04)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the Committee did not meet during the past month.

ROLLING HILLS (DVD-23:14)

Hollinden informed the Board that the Rolling Hills project is in the Engineering phase and surveying work is being done at the present time.

UPDATE ON QUESTION ABOUT REPORTING A UTILITY EMERGENCY FROM LAST MONTH'S USB & COUNCIL MEETINGS (DVD-23:40)

Ashley Kiefer updated the Board regarding the question about reporting a Utility emergency from last month's Utility Service Board meeting. Kiefer stated that Utility emergency phone numbers are listed in the Frontier directory, but not all emergency numbers are listed in the PSC directory. This will be corrected in the next edition of the directory. Kiefer also stated that when customers sign up for utilities they receive a new customer packet; this packet includes policy information along with a set of stickers with the emergency number listed for easy access. The utility phone number is also displayed on the utility bills in two places, but not noted as our emergency phone number. We have now added a third place on the utility bill where the number is located, under notes, that clearly states it as the emergency utility number.

Kiefer also stated that a Utility bill stuffer will be added to the utility bills in January making the public aware of the emergency contact numbers. Kiefer stated that a refrigerator magnet was also suggested, and at this time a cost comparison is being done between the magnet and the stickers that are available in the new customer packet. If the magnets are cost effective, they would have to be distributed to customers in the Utility office because they can't go through the bill stuffing machine. Kiefer also stated that our emergency number is located on the City website under the Utility subpage at the top in bright red bold type, and also in the frequently asked questions section. Since the discussion last month, the utility emergency phone number has been added to the City home page at the very top in bright red bold type. The City website address is www.jasperindiana.gov.

Kiefer explained that whenever a customer dials the Utility office emergency number, which is 812-482-9131, after hours or on weekends and holidays an after-hours emergency message plays. The message prompts the customer to press a number, depending on which type of

emergency the customer has, which dispatches the customer to the correct department. Departmental cell numbers are also listed on the message if needed.

Chairman Stradtner thanked Kiefer for all her hard work on the utility emergency phone contact information.

PROPOSAL FOR WASTEWATER RATE STUDY (DVD-28:43)

Bud Hauersperger informed the Board that he received a biennial proposal from Umbaugh and Associates in the amount of \$11,750 for a Wastewater Rate Study. The rate study has to be completed every two years for bonding purposes. Hauersperger stated that we have used Umbaugh and Associates in the past for Wastewater rate studies, therefore they have all the past data and it is more cost efficient to continue using their services for the current rate study. Hauersperger stated that a key point in the effectiveness of the rate study is that the Capital Expenditure Plans are up to date for the next few years. Hauersperger stated the rate study should be completed by the end of the year.

Wayne Schuetter made a motion to approve the proposal from Umbaugh and Associates for a not-to-exceed \$11,750 for the Wastewater Rate Study, pending review of the proposal by Attorney Kabrick. Roger Seng seconded the motion. Motion approved, 7-0.

RATE STUDIES (DVD-34.46)

Wayne Schuetter questioned when the other departments were scheduled to have rate studies done. Hauersperger stated that the last Electric rate study was done in September of 2014, so it would be two years this fall. Hauersperger said that he will check with Umbaugh and Associates regarding another Electric rate study. The Water Department's last rate study was done in July 2015, and the Gas Department had a rate study done in 2012. Hauersperger said that the Gas Department is doing very well financially but he would check on a proposal for a rate study.

UPDATE ON HIGHWAY 231 WATER MAIN UPGRADE (DVD-38:00)

Hauersperger updated the Board on the 231 Water Main Upgrade project. Lisa Gehlhausen, with Indiana 15 Regional Planning Commission, has been researching grant opportunities. She will be sending EDA an application on July 21st to start the grant process. Once EDA receives the application, it should take about a month to hear from them if they are considering the application for the grant.

PROPOSAL FROM CHRISTOPHER B BURKE ENGINEERING FOR AN INCIDENT & EMERGENCY ACTION PLAN FOR BEAVER LAKE (DVD-38:48)

Hauersperger received a proposal from Christopher B Burke Engineering for an Incident and Emergency Action Plan for Beaver Lake Dam in the amount of not-to-exceed \$15,900. Hauersperger strongly suggests we have a plan in place for the Dam. Hauersperger stated that this is a high hazard dam and even though it is not mandated by DNR at this time, he feels it may eventually come to that. Hauersperger stated that he attended Dam seminars and all other municipalities have similar plans in place for their own dams. DNR also strongly recommends

having a plan in place. Some of the things the plan consists of are what to look for, how to assess the dam for damage, who to notify, and how to evacuate the area in case of an incident or an emergency. The plan fee also includes workshops.

Hauersperger stated that the Utility Service Board is responsible for the Dam, therefore the entire amount would be paid for by the Water Department. Hauersperger said that funds are available to pay for the plan.

Roger Seng made a motion to approve the proposal from Christopher B Burke Engineering for a not-to-exceed \$15,900 for the Incident and Emergency Action Plan for Beaver Lake Dam, pending review by Attorney Kabrick. Keith Masterson seconded the motion. Motion approved, 7-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (DVD-54:27)

Roger Seng reported that the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Wayne Schuetter made a motion to approve the claims as presented. Keith Masterson seconded the motion. Motion approved, 7-0.

There being no further business to come before the Board, the meeting was adjourned at 7:56PM upon motion by Alex Emmons and second by Michael Kern. Motion approved, 7-0.

The minutes were hereby approved_____ with ___X___ without corrections this 15th day of August, 2016.

Attest: _____
Secretary Chairman